



July, 2012

To: City/Town/District Collectors:

This letter sets forth the annual reporting requirements of Collectors to the Bureau of Accounts and includes other matters.

Schedule of Outstanding Receivables

This schedule as of June 30, 2012 must be completed by a city, town or special purpose district Treasurer and returned to the Accountant/Auditor who will forward it with additional documentation for free cash certification to the Bureau.

This schedule compares the detailed listings of the Collector, Treasurer or department head with the balance of certain outstanding receivables of the Accountant/Auditor.

The Bureau encourages submission of this schedule on the Gateway system. On Gateway, the schedule is found under Miscellaneous Forms, Outstanding Receivables. If you have any problems with submission on Gateway, please contact Gerry Cole at the telephone number or E-Mail address shown above.

This schedule does not apply to regional school districts.

Compensating Balance Analysis

This report must be completed and returned to the Bureau by September 30, 2012 only if your city, town or district had a compensating balance account in FY2012. Please send to the Bureau a copy of any new agreement for FY2013, even if you do not have to complete the worksheet.

If you have any questions regarding your account, please contact your bank. If you have any questions regarding the completion of the worksheet, please contact Gerry Cole of the Bureau's public finance section at 617-626-4110.

Affidavit as to Time of Sending Tax Bills

Please keep one completed copy and file another with the city or town Clerk. Do not send a copy of this document to the Bureau of Accounts unless requested by the Director.

Forms

Additional forms are available on our web site at www.Mass.gov/dls.

Mailing Address, Fax and E-mail Address

Compensating balance information may be should be mailed, faxed or e-mailed to:

Public Finance Section
Bureau of Accounts
P.O. Box 9569
Boston, Mass. 02114-9569

Fax: 617-626-3916

E-mail: coleg@dor.state.ma.us.

If you have any questions with regard to any item found in this letter, please do not hesitate to contact the Bureau.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerard D. Perry". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gerard D. Perry
Director of Accounts